


Identifier: QP- 9.1	Revision: 0-ARC	
Effective Date: 11/28/05		
Document Catalog Number: ER2005-0728		
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<div><div><div>Environmental Stewardship— Environmental Characterization and Remediation</div><div>Quality Procedure</div></div><div><div>for</div><div>Activity Review Process for Nuclear Environmental Sites</div></div></div>		
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Revision Log

Revision No.	Effective Date	Prepared By	Description of Changes	Affected Pages
0	11/28/05	Matt Riggs	New Procedure	

Activity Review Committee

Contents

1.0	PURPOSE	4
2.0	SCOPE	4
3.0	TRAINING	5
4.0	DEFINITIONS	5
5.0	RESPONSIBLE PERSONNEL	5
6.0	PROCEDURE	5
7.0	LESSONS LEARNED	6
8.0	RECORDS	6
9.0	REFERENCES	6
	Attachment 1: Activity Review Committee Activity Request Form	7

Acronyms and Abbreviations

ARC	Activity Review Committee
DSA	documented safety analysis
ECR	Environmental Characterization and Remediation Group
ENV	Environmental Stewardship Division
IWD	integrated work document
NES	Nuclear Environmental Site
QP	quality procedure
QPPL	Quality Program Project Leader
RLM	responsible line manager
RDL	responsible division leader

1.0 PURPOSE

This quality procedure (QP) describes the responsibilities and scope of authority of the Activity Review Committee (ARC) and the rules of conduct at ARC meetings.

2.0 SCOPE

2.1 All personnel, including subcontractors, shall implement this mandatory QP when initiating work at a Nuclear Environmental Site (NES) or work that could affect an NES.

2.2 Scope of the Procedure

This procedure applies to new and modifications to existing, characterization and remediation operations including implementing documents carried out by the Environmental Stewardship (ENV) Division on NESs. Activities encompassed by this procedure apply to new activities or operations, and modifications to operations or activities at the NES for which ENV Division personnel serve as the RDL.

2.3 Scope of ARC Authority

2.3.1 The ARC serves as an advisory committee

- to support the Responsible Division Leader (RDL) and Responsible Line Manager (RLM) in fulfilling any and all federal, state, Laboratory, authorization document, permit, or procedure requirements, and
- to form committees within the group to address specific issues that impact the operation of the group at NESs.

2.3.2 The ARC shall review proposed document changes, process changes, and activities that impact work at an NES and recommend approval to the RLM and RDL. The ARC will have the responsibility to be cognizant of changes to the status of operations at the NES.

2.3.3 Other sites where characterization or remediation activities may be conducted may be brought within the scope of the ARC as determined by the RDL or RLM or as requested by the RDL when the hazard categorization of the site and operations warrant. If necessary, the membership will be altered as deemed appropriate by the RLM.

- 2.3.4 The RDL and RLM have the responsibility for making final decisions. ARC members only present information and provide recommendation to the ARC. Any member having strong disagreement with the ARC decisions has the authority to identify their objections in the meeting minutes.

3.0 TRAINING

- 3.1 Personnel shall train to and use the current version of this QP; contact the author of this QP if the text is unclear.
- 3.2 Personnel using this QP shall document training in accordance with ENV-ECR QP-2.2, "Personnel Orientation and Training;" the training database is located at <http://erinternal.lanl.gov/Training/login.asp>.
- 3.3 The responsible supervisor shall monitor the proper implementation of this procedure and ensure that the appropriate personnel complete all applicable training assignments.

4.0 DEFINITIONS

Activity— new operations and/or modifications to existing characterization and remediation operations including any mechanism, method, or process used in implementing work documents.

Activity Request Package—includes an Activity Request Form, an integrated work document (IWD), and USQ process forms, and may include performance management plans, site-specific health and safety plans, maps, and other documents as established by the RLM.

5.0 RESPONSIBLE PERSONNEL

RDL—ENV Division Office Deputy Division Leader or a designee

RLM—ENV Division—Environmental Characterization and Remediation (ECR) Group Leader, and in their absence, the Deputy Group Leader or a designee

ARC Members—appointed by the ENV-ECR Group Leader

Nuclear Operations Manager—designated by the ENV-ECR Group Leader

Originator—person requesting activity, typically a Project Leader or designee

Quality Program Project Leader (QPPL)

6.0 PROCEDURE

- 6.1 An individual (Originator) wishing to originate or modify an activity, process, or document related to an NES meets with the RLM and the Nuclear Operations Manager to establish the ARC Activity Request Package requirements.

- 6.2 The Activity Request Package, including the Activity Request Form (Attachment 1), is completed and time is scheduled on the next ARC meeting agenda with the Nuclear Operations Manager.
- 6.2.1 Prior to the submission of the package to the ARC, a USQ applicability assessment/screen must be completed.
- 6.3 In seeking approval to proceed, the originator appears before the ARC to present the completed ARC Activity Request Package delineating the proposed change. The originator explains the rationale behind the change or new activity and how the activity will comply with Safety Basis Documents.
- 6.4 If the activity request is approved, the RLM signs Part I of the IWD and the RDL signs Part II of the IWD.
- Note: Neither the RDL nor the RLM may sign an IWD for NES work until the LANL USQ process is verified complete.
- 6.5 If the activity request is not approved, the basis for this decision will be recorded in the ARC meeting minutes and recommendations for improving the request will be provided on the Activity Request Form.

7.0 LESSONS LEARNED

The QPPL will review ARC meeting minutes for approved and denied activities for lessons learned to be posted on the ARC website.

8.0 RECORDS

- All records derived from this procedure will be submitted to the Records Processing Facility following QP-4.4, "Records Transmittal to the Records Processing Facility."
- ARC meeting minutes, including attendance sign-in sheets, are quality assurance records and shall be retained for the life of the project.
- Minutes may be distributed electronically; however, they are generated as official LANL documents and an original must be maintained in accordance with ECR Records Management Requirements.

9.0 REFERENCES

To properly implement this QP, participants should become familiar with the contents of the following documents, located at http://erinternal.lanl.gov/home_links/Library_proc.shtml:

- QP-4.5, "Document Control and Distribution"
- QP-4.13, "Developing a Technical Safety Requirements Implementation Plan at Nuclear Environmental Sites"

- QP-5.18, “Readiness Planning and Review for Nuclear Environmental Sites”

[Using a CRYPTOCARD, click here to record "self-study" training to this procedure.](#)

If you do not possess a CRYPTOCARD or encounter problems, contact the ENV-ECR training specialist.

Attachment 1: Activity Review Committee Activity Request Form

Originator: Fill out Part I electronically, email to Nuclear Operations Manager to reserve a slot on the ARC agenda, then print and attach any supporting documentation for review and recommendation at the next ARC meeting.

1. Activity Request General Information	
A. Activity Title:	
B. AR Number:	ARC will assign last four digits. (NES # - year - XXXX)
C. Date of Request:	
D. Originator Name:	
E. Scope Description: Provide a general description of the proposed activity. Relate this to the DSA under which the activity will be conducted.	
F. Schedule:	
G. Describe the potential effect of the activity on the NES.	
H. Describe any potential authorization-basis issues.	
2. RDL and RLM Approval of Activity	
Approval to proceed with activity:	Date:
If not accepted, recommendations for improvement:	Date:
Alison Dorries, ENV-ECR Group Leader, Responsible Line Manager for NES, or designee	Date:
Doug Stavert, Environmental Stewardship, Responsible Division Leader for NES, or designee	Date: